



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-7 Effective Date: 11/00

SUBJECT: BILINGUAL POSITION DESIGNATION

PURPOSE:

To provide guidelines for the designation of bilingual positions and the certification of employee proficiency in these skills.

DEFINITION:

Bilingual is certified proficiency in a language other than English and/or in the use of sign language.

POLICY:

Subject to approval by the City Manager, a department head may designate certain positions as requiring the regular use of a second language in contacts with the public.

A Request for Designation of Bilingual or Sign Language Position (Form 130-100) shall be prepared by the department with justification to include the following:

1. The number of non-English speaking or hearing impaired persons who would be served by having a staff member fluent in this language;
2. Whether or not such persons seek service on a regular and continuous basis;
3. The nature of the duties requiring bilingual proficiency;
4. *What benefit shall be derived by the City as a result of having such a designated position.*

A special monthly salary premium, identified in the Salary Resolution, shall be provided a certified employee occupying a position approved by the City Manager as requiring the regular use of second language skills for public contact.

In situations where positions have been designated as requiring a second language and are either filled by employees without these skills or vacant, another employee, if certified as proficient, may temporarily serve as an interpreter and be eligible to receive the salary premium.

Certification as to proficiency in a second language shall be required of all employees assigned to a position requiring these skills as so designated by the City Manager.

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Department	<ol style="list-style-type: none"> 1. Determines whether there is a need for a bilingual position in the department. 2. Prepares and forwards to the Human Resources Department a Request for Designation of Bilingual or Sign Language Position (Form 130-100) for each position to be considered. If the position to be designated is filled by a monolingual employee and a bilingual employee is available who is qualified to perform the bilingual duties of the original position on a continuous and regular basis, that bilingual employee may be tested and, if certified, shall be eligible to receive the premium on a temporary basis.
Human Resources Department	<ol style="list-style-type: none"> 3. <i>Reviews request and makes determination as to whether request is justified as a necessary special requirement.</i> 4. Forwards request with recommendation to City Manager.
City Manager	<ol style="list-style-type: none"> 5. Authorizes or disapproves position.
Human Resources Department	<ol style="list-style-type: none"> 6. Notifies the department of City Manager's decision.
Department	<ol style="list-style-type: none"> 7. If approved, notifies designated employee to contact the Human Resources Department to arrange for testing.
Human Resources Department	<ol style="list-style-type: none"> 8. Arranges for employee to be evaluated and certified as to proficiency in a second language; notifies department of test results and sends certificate of proficiency.

Department

9. Prepares Personnel Action Form (P-2) for certified incumbents indicating salary adjustment as a result of bilingual premium and forwards to Human Resources Department. Attaches copy of certification of proficiency. The effective date will be the first day of the pay period following the date of successful testing.

Human Resources Department

10. Processes Personnel Action Form (P-2).

Attachment:

1. Request for Designation of Bilingual or Sign Language Position (130-100)

DEPARTMENT _____ DIVISION _____ DATE _____

Classification to be designated for bilingual or sign language premium _____

_____ Budgeted for division.
_____ To be considered for premium authorization.
_____ Previously designated for premium.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

	Date
Received	_____
Justification Sustained	_____
Request Denied	_____
<hr/> Personnel Director	

Form No. 130-100 R1